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DEPARTMENT OF JUVENILE SERVICES, DEPARTMENT OF HEALTH AND MENTAL HYGIENE,  
AND THE DEPARTMENT OF HUMAN RESOURCES

INTERAGENCY WORKGROUP REPORT ON UNIFORM INCIDENT REPORTING

In Senate Bill 478, of the 2010 session (Chapter 567) the Maryland General Assembly established the Incident Reporting Interagency Workgroup comprised of the Department of Health and Mental Hygiene, Department of Juvenile Services, the Department of Human Resources and private licensed providers of residential child care services. The workgroup was charged with:

- Developing a uniform incident reporting system to be used by any agency in the State that licenses or purchases care and services for children who are placed in private residential facilities licensed by the State;
- Recommending regulations requiring interagency sharing of incident reports when more than one public child placing agency has legal responsibility for the child who is the subject of the incident report; and
- Recommending regulations requiring any department that licenses or monitors residential child care facilities adhere to specific incident reporting policies and practices.

Since July 2010, the workgroup has met monthly to accomplish the charge identified in Chapter 567. Through the collaborative efforts of the State agencies, providers and provider advocates the workgroup has responded to the Legislature's mandate by:

- (1) Gathering all the State agencies' policies and procedures, supporting documentation, statutes and regulations pertaining to incident reporting;
- (2) Reviewing the incident reporting policies and procedures for DHMH/DDA, DHR and DJS and their effect on providers who contract with multiple agencies;
- (3) Identifying the common elements in the State agencies' incident reporting policies and procedures and reviewing each element to ascertain its importance and relevance to the reason for reporting In



reviewing these elements, the workgroup took into consideration how the policies and procedures impact the safety and well-being of children and youth in out of home placements;

- (4) Reviewing existing language used by each public child placing agency and developing common language for all State agencies and providers;
- (5) Reviewing existing statutes and regulations to identify any issues that may impact the charge identified by Chapter 567;
- (6) Reviewing the DJS' Incident Reporting Database to understand its depth, ability to capture data and stratify that data;
- (7) Identifying requirements for drafting the Incident Reporting Policy and Procedures.

## **Recommendations**

In an effort to serve Maryland's most vulnerable children and youth, the workgroup developed a draft of a ***Uniform Incident Reporting Form (Attachment I)*** which is to be completed by Residential Child Care Providers (RCCP) and will eventually be entered into a central database. The Workgroup looked at what information is needed in an Incident Reporting Form to better inform the provision of care and services to both the affected children and to the general population of children being served by the RCCPs.

The workgroup respectfully makes the following recommendations:

- (1) That all Residential Child Care Programs (RCCPs) utilize the attached drafted ***Uniform Incident Reporting Form***.
- (2) That the proposed regulations regarding uniform incident reporting be drafted in collaboration with the Core Regulations Workgroup, and that the proposed draft of the Uniform Incident Reporting Policy, be forwarded to the Core Regulations Workgroup to serve as an outline for proposed regulations.
- (3) That the Statewide Children Youth and Families Information System (SCYFIS) Workgroup develop a central database for the entry of all incidents for RCCPs.

